

Focused Neighborhood Assistance Program's **Instructions for Online Applications**

Below are instructions for completing the Focused Neighborhood Assistance Program's project selection application process for the fiscal year 2026 (July 1, 2025, through June 30, 2026). Applicants must complete and submit the online application to qualify for the FNA program by the following deadlines:

Application Deadline for Phase I – June 1, 2025

If your application meets the criteria for Phase I, you will be notified to move forward with the Phase II application process.

Application Deadline for Phase II – July 31, 2025

Application Instructions for Phase I

- I. Click on the FNA [Online Application](#). Provide the association's name and address, and the contact person's name, email, and contact phone number
- II. Answer the following Questions:
 - 1) Is this community located within the CDBG-eligible area? CDBG Eligible Areas as defined by HUD - To verify if the community is within the CDBG eligible area, go to [CDBG Eligible Areas \(arcgis.com\)](#) and type in your address.
 - 2) Is the community located within an Equity Emphasis Area (EEA)? Equity Emphasis Areas (EEAs) as defined by the Metropolitan Washington Council of Governments (COG) Board of Directors. To verify if your community is in the EEAs area, go to [ArcGIS - Equity Emphasis Areas](#) and type in your address.
 - 3) Does this project include any of the following scopes? If so, explain.
 - Addressing Health and Safety Concerns in Common Areas
 - Improving Pedestrian Walkways and Associated Drainage Issues
 - Improving Communities with Energy-Efficient Lighting
 - Addressing ADA-compliant Issues
 - Improving Neighborhood Courtyard Areas

Applicants who answer "Yes" to all the criteria in Phase I may be selected as eligible applicants to proceed to and complete Phase II of the application process.

For application and eligibility questions, contact:
DHCA.IntakePhase1FNA@montgomerycountymd.gov

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Application Instructions for Phase II

Your community has met the initial qualifications for the Focused Neighborhood Assistance Program's project selection process. You are therefore invited to complete the next phase of the application process (Phase II) following the instructions below to be considered as a partner with DHCA to complete an FNA project in your community. The application deadline for Phase II is July 31, 2025.

Please answer the following questions:

1. Has DHCA implemented an FNA project in this community within the past 15 years? The FNA program has completed several projects in Montgomery County in the past 15 years. Communities that have not participated in this program will have priority during the selection process.
2. Has the community applied for or received any financial assistance from the county, state, or federal government within the past 15 years? If yes, please provide the details.
3. Is the community currently licensed and registered as a COC through DHCA?
4. Have all the association board members updated their COC training certificates with DHCA?
5. Is the current Reserve Balance within 25%-100% of the estimated project cost?
6. Provide the Name of the Homeowners or Condominium Association.
7. Provide the address of your community.
8. Provide the date the community was constructed.
9. Provide the total number of units in your community.
10. Provide the current COC's Licensing and Registration number. DHCA requires all COCs to be registered and licensed with the DHCA Licensing and Registration Section. For more information, go to [Licensing > Common Ownership Communities \(COC\) | DHCA \(montgomerycountymd.gov\)](https://montgomerycountymd.gov/Licensing/Common-Ownership-Communities-COC-DHCA)
11. What is the current "Recommended Funding from Reserve Study" year?
12. What is the current "Annual Funding"?
13. What is the current "Reserve Balance"?
14. What is the current "Operating Fund Balance"?
15. What is the Annual Budget/Total Revenue for this Year?
16. What is the current "Total Cash/Assets"?

Please provide the following documents as an attachment(s):

- Describe the proposed scope of work with photos.
- DHCA requires all communities participating in the FNA program to provide financial documents to evaluate their economic status. Potential participants in the program must provide all financial records as listed below by a deadline determined by DHCA. Please provide the COC's financial documents and statements as listed below:
 - Current Reserve Study (for the last five years)
 - Current Financial Reports/Statements
 - Copies of all Board Members' Training Certificates
 - Estimated project costs provided by a licensed Architect/Engineer or a licensed Contractor

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For application and eligibility questions, contact:
DHCA.IntakePhase2FNA@montgomerycountymd.gov